State of California

A Partnership for the Next Generation

FI$Cal

Financial Information System for California

Pre-Wave Frequently Asked Questions
Version 1.0

June 2013

1.0 General Questions

How do I access FI$Cal?

Go to the FI$Cal website, click on the "Access FI$Cal" link in the upper right then click on the "Login to FI$Cal" button.

How do I contact the FI$Cal Service Center (FSC)?

You can reach the FI$Cal Service Center (FSC) by phone at 855-FISCAL0 (855-347-2250) or by email at support@fiscal.ca.gov.

How do I reset my password?

If you have forgotten your password and need to reset it, please call the FI$Cal Service Center (FSC) so that an incident can be logged. If you need to change your existing password, log in to FI$Cal and navigate to Main Menu > Change My Password. Type in your current and your new passwords and click on the "Change Password" button.

What internet browsers does FI$Cal support?

FI$Cal is designed to be accessed using Internet Explorer 8 and 9 and Firefox 3.6 and 7 from computers running Microsoft Windows (XP, Vista, or 7)

I attended training and would like to print out some materials. Where will I find the training materials and job aids to print?

Training materials and job aids are located in the Training Academy on the FI$Cal Website under Access FI$Cal. All of the job aids referenced in these FAQs are located on that site.

What roles do I have in FI$Cal?

To know the roles you have been assigned, you should contact your Department Supervisor. If you are having issues with processing transactions with the roles assigned to you, contact the FI$Cal Service Center (FSC).

How do I change my FI$Cal roles?

Appropriate authorizations and documentation are required before a role on your profile can be changed or a new role needs to be added. Your Business Unit (Department) Authority or Designee can assist you with a role change by contacting the FI$Cal Service Center (FSC) for assistance.

How do I run FI$Cal reports?

Contact the designated PO Reporter for your department.

2.0 Requisition Questions

How do I locate an existing purchase requisition in FI$Cal?

Navigate to Manage Requisition (Main Menu > eProcurement > Manage Requisition), and enter search criteria such as requisition id, date, requester, etc. For more information, refer to the Job Aids section of the FI$Cal Training Academy.

Where do I enter notes/comments in the requisition?

Notes can be entered in two places: Header Comments or Line Comments. On the Review and Submit page, enter notes in the comment section of the purchase requisition at header or line level for information pertaining to the entire transaction. For specific line information, enter the notes at the line level. For more information, refer to the Job Aids section of the FI$Cal Training Academy.

How do I attach required files such as specifications (word, excel, etc.) to the purchase requisition?

On the Review and Submit page of the purchase requisition, click the Add Attachment button to attach file documentation such as PIA waiver, Justification for Purchase, etc. Follow the prompts to find and attach your document(s).

How do I enter funding information in my requisition?

Enter funding information in the Header Comments field. We recommend checking the Approval Justification checkbox to display the funding information in the justification comments of the approval page.

How do I know which buyer is assigned to my requisition?

Navigate to Manage Requisition (Main Menu> eProcurement > Manage Requisition). Select View Approvals from the Select Actions drop-down list. The last step on the approval path is the Department Buyer. The assigned buyer and final approver's contact information will be displayed. For more information, refer to the Job Aids section of the FI$Cal Training Academy.

How do I export requisition lines to an excel spreadsheet to include in a bid package?

Navigate to Manage Requisition (Main Menu>eProcurement > Manage Requisition). Enter search criteria to locate the requisition. Click the Expand Section arrow located next to the requisition number link. Go to the far right of the Line Information ribbon and click the Download Icon. This will enable the requisition line items to be exported into an excel spreadsheet that can be edited and used to obtain multiple line item bids. For more information, refer to the Job Aids section of the FI$Cal Training Academy.

How do I find the status of my requisition in approval?

Navigate to Manage Requisition page, search for the requisition, and select “View Approvals” from the Select Action drop-down list of the desired requisition. For more information, refer to the Job Aids section of the FI$Cal Training Academy.

Where is my requisition in the full Req to Receiving process?

Navigate to Manage Requisition page, and click on the right arrow to the left of the Requisition ID of the desired requisition to display the requisition lifespan/lifecycle.

How do I find the PO associated to my requisition?

Navigate to Manage Requisition (Main Menu > eProcurement > Manage Requisition), click on the right arrow to the left of the Requisition ID to expand and display the requisition lifecycle, then click on the PO icon to display the PO information.

How do I determine the correct UNSPSC code to use?

Contact eProcure@dgs.ca.gov or call the DGS eProcurement help desk at 916-375-2000. More information is available on the procurement section of the DGS website.

3.0 Purchase Order Questions

How do I dispatch/print out the original purchase order to send the vendor? (For Buyers)

Navigate to the Purchase Order page: Main Menu > Purchasing > Purchase Orders > Add/Update POs. Ensure the purchase order is fully approved and the Dispatch method is set to print. Click the Dispatch Button. Enter valid values in the Dispatch Options page. Click OK and Click No after the message. Navigate to Process Monitor Page: Main Menu > PeopleTools > Process Scheduler > Process Monitor. Click the "Refresh" button until the Run Status changes to "Success." Navigate to Report Manager: Main Menu > Reporting Tools > Report Manager > Administration Tab. Click the link for the dispatched Purchase Order ID. Click the "Print" icon. For more information, refer to the Job Aids section of the FI$Cal Training Academy.

How do I print a copy of a PO?

Navigate to the Purchase Order page: Main Menu > Purchasing > Purchase Orders > Add/Update POs. Find and select your purchase order and click the View Printable Version link located lower left corner of page. Using this feature will only allow a copy to be reproduced and does not change the status of the purchase order. For more information, refer to the Job Aids section of the FI$Cal Training Academy.

On a purchase order, how do I enter funding, acquisition method/type, purchasing authority number, LPA, terms and conditions information? (For Buyers)

Enter this information in the Header Comments of the purchase order on the Maintain Purchase Order page. Select the "Add Comments" hyperlink in the header section of the purchase order. On the PO Header Comments page, use the pre-defined Standard Comments applicable. The Standard Comments provided include a place to capture funding information, procurement method, purchasing authority number, and Terms and Conditions. Check the “Send to Vendor” box to display the information on the purchase order.

The Standard Comments choices are Non-IT Goods, IT Goods and Services, and LPA. You must select one of the above Standard Comments to provide information that is required in order for SCO to generate payments. For more information, refer to the Job Aids section of the FI$Cal Training Academy.

How do I enter SB/DVBE information on the PO?

Use header-level standard comments. A pre–defined standard comment has been provided to reduce data entry.

Does my PO require wet signatures?

Yes, wet signatures are required on the PO as prescribed in the SCM. SCO requires the signatory’s name and title to be printed together with the signature on the authorizing signature box.

Do I still need to send my PO hard copy to SCO?

Yes, continue to send the PO to SCO as prescribed in SCM.

Do I still need to maintain my procurement paper files?

Yes, continue to perform procedures as prescribed in SCM.

Do I still need to track recycle activity in my purchases?

Yes, continue to track the data (outside of FI$Cal) as prescribed in SCM and by Cal Recycle.

How do I specify that a PO is paid by Cal Card?

Enter this information in the Header Comments of the purchase order. Select the "Add Comments" hyperlink in the header section of the PO. Check the “Send to Vendor” box to print the comment on the PO. For more information, refer to the Job Aids section of the FI$Cal Training Academy.

How do I enter shipping instructions to the vendors?

Enter shipping instructions in Header, Line, or Ship To Comments, and select the “Send To Vendor” checkbox. For more information, refer to the Job Aids section of the FI$Cal Training Academy.

Do I need to keep a copy of the STD 204 in my procurement file?

Yes, continue to perform procedures as prescribed in SCM.

Do canceled PO items revert back to the Requisition after cancellation?

Yes, the system prompts during cancellation if the user wants to keep the lines open for sourcing to PO. Answer “yes” to keep the lines available to copy to another PO.

After a PO is dispatched, how do you cancel the PO?

The “Cancel” button is available at Header level if user needs to cancel the PO before the goods or services are received.

Can I tell if a purchase order has been paid and ready to close out?

Navigate to Main Menu>Purchasing>Purchase Orders>Add/Update PO’s>. On the Maintain Purchase Order page, click the Activity Summary link. The PO needs to be fully received before it is eligible for payment.

4.0 Vendor Questions

How do I add a new vendor?

You must have a Department Vendor Processor (DVP) role to initiate this action. Refer to the “Adding a New Vendor” section in the Vendor Management Desk Manual located in the Job Aids section of the FI$Cal Training Academy.

How do I update an existing vendor?

You must have a Department Vendor Processor (DVP) role to initiate this action. Refer to the “Updating a Vendor Processor” section in the Vendor Management Desk Manual located in the Job Aids section of the FI$Cal Training Academy.

Is there an expedited vendor record process?

To request an expedited vendor, Department Vendor Processors may call the FI$Cal Service Center (FSC). The Vendor ID and the reason for expedite must be provided. The Department Vendor Processor will be notified by the FSC regarding the acceptance and processing of the expedite request.

Is there a vendor record naming standard?

Department Vendor Processors must apply the naming protocols identified in the Vendor Record Naming Standards located in the Job Aids section of the FI$Cal Training Academy.

What is required to create a vendor record?

A vendor record is created when any procurement or accounts payable transaction is initiated in FI$Cal. Only procurement (purchase order) transactions are being implemented in Pre-Wave.

What is required for vendor record approval?

The FSC will not approve a vendor record without the vendor's complete and signed Payee Data Record (STD. 204, Rev. 6/2003). Refer to the "Adding a New Vendor" section in the Vendor Management Desk Manual located in the Job Aids section of the FI$Cal Training Academy.

How long does it take to process a vendor record request?

Vendor record processing times are 3 to 5 business days. Expedite requests have the same processing time except they'll have first priority.

How do I check the status of a vendor record request?

Navigate to Main Menu > Vendors > Vendor Information > Add/Update > Vendor. On the Summary tab is the current vendor "Status" is located in the center left of the screen.

How do I enter a vendor that has a DBA name or is a subsidiary to a parent company?

This instance requires establishing a parent/child relationship between related vendor records. Department Vendor Processors may refer to "Parent/Child Vendor Record Relationships" section of the Vendor Management Desk Manual located in the Job Aids section of the FI$Cal Training Academy.

Can a Department (Business Unit) assign their own vendor ID numbers?

Business Units will not assign their own vendor numbers. FI$Cal automatically assigns the next available consecutive Vendor ID in the system.

How can I view only my Department's (Business Unit's) vendors?

All vendors are in a central file and therefore, the vendors are shared and viewed statewide. Navigate to the Main Menu > Vendors > Vendor Information > Add/Update > Review Vendors page to search for a vendor.

How will I be able to distinguish my contacts between another user's or Business Unit's contacts?

When setting up contacts, the FSC recommends business units/departments establish a format so that you can search by Contact ID Description, e.g., <BU Number> <Another designation for division or unit, etc.> and <any open format>.

Example: 17000 AP Invoices SF1

Therefore, when a user searches for contacts, they can use the Description field and the "Find" option and search by BU or the format your BU (or unit) devises.

5.0 Receiving Questions

During receiving, why can't I see the quantity of the PO being received?

The system is configured not to display the PO quantity (blind receiving). The Receiver is expected to perform an actual count.

What is a quick way to determine if items from a purchase order have been received in the system?

Navigate to Main Menu>Purchasing>Purchase Orders>Add/Update PO's>. On the Maintain Purchase Order page, click the Activity Summary link. Go to the Receive tab.

6.0 Workflow & Approval Questions

How do I designate an alternate approver to approve on my behalf if I will be out of the office? (For approvers)

Navigate to My System Profile (Main Menu > My System Profile) and enter the alternate approver, From, and To dates.